



Associate County Recorder

Job Description

Department: Recorder
Position: Career Service
Grade: 517
Supervisory: Supervisor
Reports to: County Recorder

Summary

Under general guidance and direction of the elected County Recorder, performs supervisory and principal administrative duties, working in a close, confidential relationship with the elected official. Incumbents in this classification would discharge the duties of the elected County Recorder in the event of his or her absence or disability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; evaluate performance and conduct performance appraisals.
2. Recommend staffing decisions related to the hiring and retention of personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations.
3. Serve on committees and represent the Recorder's Office before internal and external stakeholders as assigned.
4. Assist in determining department policy and procedures; ensure proper dissemination and training.
5. Develop strategies to meet changing needs, address problems, prioritize objectives, and improve services, promoting stakeholder and community involvement.
6. Oversee the acquisition and application of new technology including program development and testing.
7. Provide recommendations regarding the department's annual budget including workload increases, staffing plan changes, and reorganization of the department.
8. Oversee purchasing and expenditure tracking.
9. Oversee the department's time and attendance tracking and leave approval process utilizing the County's time entry system; ensure proper entry of hours worked and leave taken; resolve

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Job Code: 1602
Job Title: Associate County Recorder
FLSA: Exempt
Effective Date: 12/18/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Assistant Department Head

employee payroll questions and issues in coordination with the Office of Human Resources Management.

10. Respond to the public regarding complex land parcel inquiries.
11. Ensure recording and indexing of legal documents is performed in accordance to policy and related laws and regulations.
12. Oversee document mapping; ensure timely conveyance of necessary information to other county offices.
13. Perform technical duties of the Recorder's Office pursuant to the policies and procedures of Utah County to ensure the validity of the May Tax Sale.
14. Provide expert testimony in court regarding recorded documents.

Knowledge, Skills, and Abilities

- Knowledge of state law governing recording, indexing, and mapping of legal documents
- Knowledge of geographic information systems (GIS) technology and its application to Recorder mapping functions including coordinate geometry (COGO) applications and applied trigonometry
- Knowledge of real estate and title law as applied to the Recorder's office
- Knowledge of surveying and civil engineering practices as applied to the Recorder's office
- Knowledge of principles and practices of budget development and administration
- Knowledge of strategic planning, goal setting, and program development and implementation
- Knowledge of principles of human resource management, leadership, and team building
- Knowledge of interrelationships between community, county, and department programs
- Ability to provide executive direction
- Ability to administer large and complex governmental services
- Ability to interpret and apply policies to solve complex problems
- Ability to exercise sound independent judgment within general policy guidelines
- Ability to communicate effectively both verbally and in writing
- Ability to interpret, summarize and present complex data and information to diverse audiences
- Ability to establish and maintain effective working relationships with internal staff and the public
- Ability to meet customer expectations and resolve customer service problems
- Ability to lead and work in a team environment

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment. The position may require contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee regularly drives a motor vehicle.

Required Education and Experience

1. Bachelor's degree in GIS, surveying, cartography, geography, public administration, or a related field.
2. Five (5) years of professional level work experience performing cadastral mapping and/or administrative functions similar to those of the Recorder's Office of which two (2) years were in the capacity of a supervisor or lead.

Additional Eligibility Qualifications

1. Incumbent must obtain a Certified Cadastral Mapper certificate or class completion certificate from the Utah Association of County Recorders within twenty-four (24) months in the position, contingent upon testing availability.
2. Incumbent must successfully pass the Utah County Advanced Cadastral Mapping test within twenty-four (24) months in position.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Preferred Education and Experience

1. Preference may be given to individuals who possess the Certified Cadastral Mapper certificate.
2. Preference may be given to individuals with a Certified Cadastral Mapping class completion certificate from the Utah Association of County Recorders.
3. Preference may be given to individuals with supervisory experience.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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